

## Requirements for a Sales Associate's License

**All applicants for a sales associate's license must be:**

- 18 years of age
- have attained a high school diploma or G. E. D. equivalency. Candidates who have completed at least 28 credit hours from a post secondary institution may submit a copy of the transcript in lieu of the high school or G.E.D. diploma.
- have completed six semester credit hours in real estate courses from an accredited college or university **OR** 96 classroom hours in real estate courses from a Kentucky Approved Proprietary School. Courses **must be completed prior** to taking the real estate examination.
- Effective July 1, 2001 all persons who will be taking the sales or broker examination or applying for a license through a reciprocal agreement must submit to a criminal background check. See document # 408 for a complete explanation of this requirement.
- If you currently or have ever held a license in another state, you must include with your application a "License Certification" from that state along with your application. A copy of your license is not acceptable.
- Refer to Form No. 402 for information on exam locations, registration, fees, and other information.

The examination will be scored on-site and passing candidates will be provided with the forms necessary to apply for their real estate license. The forms will outline a list of other documents that must be forwarded to the Commission along with the application for licensing purposes. Upon passing the examination, candidates must apply for licensure within 60 days of the test date, or forfeit the examination results.

Failing candidates will receive information on how to reapply for a future examination and diagnostic information on weak content areas so that they may prepare to retest.

Licenses are normally issued within one week of receipt at the Commission offices. Licensees may not begin work until the license has been received at the office of the principal broker.

Sales Associates are **exempt** for the first calendar year in which they are licensed from the required continuing education.